



providing help, creating hope, serving all

Administrative Offices

1819 Gull Road
Kalamazoo MI 49048
p: 269.381.9800
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ccdok.org

EMPLOYMENT NOTICE

August 4, 2016

Please Post

POSITION TITLE: Secretary/Receptionist

POSITION DESCRIPTION: Perform receptionist duties for incoming calls, client appointments and visitors. Provide assistance with programs and other clerical duties as needed. Keep reception area, mail room, and kitchen area neat and orderly. Cross train with other staff on program duties as a team and provide back up as needed. Promote the mission of Catholic Charities and positive working relationships among staff.

MINIMUM REQUIREMENT:

- High School diploma or equivalent.
- Previous clerical and customer service experience preferred.

HOURS: 19 hours/week, between the hours of 8:30 a.m. and 5:00 p.m.

SALARY: \$9.50/hour

TO APPLY: Send cover letter and resume to:

Sarah Schieber, Administrative Operations Coordinator
Catholic Charities Diocese of Kalamazoo
1819 Gull Road
Kalamazoo, MI 49048

or email

sarahschieber@ccdok.org

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